VIDYASAGAR UNIVERSITY

Midnapore-721102
Dist.: Paschim Medinipur
West Bengal, India

GUIDELINES RELATED TO PURCHASE AND WORKS & TENDER

Published By

Convener, Special Committee constituted to frame Rules relating to the Works & Tender Committee and Centralized Purchase Committee

July 2026

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Departmental Purchase Guidelines

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I. Departmental Purchase Committee

Common Procedure:

Step 1 : Proposal Initiation

- Proposal initiated by PI / Coordinator/ Department

Type of Purchase:

I. Direct Purchase by the Department:

- State Govt. / University funding: below ₹10,000
- Central Govt. / Others funding: below ₹25,000

II. GeM Direct Purchase (no tender needed):

- Allowed for purchases upto ₹1,00,000

III. Normal Tender:

- State Govt. / University funding: ₹10,000 – ₹1,00,000
- Central Govt. / Others funding: ₹25,000 – ₹1,00,000

IV. E-Tender / BID via GeM:

- ✓ Mandatory for purchases above ₹1,00,000

V. Single Source Purchases (Exception)

- Purchases above ₹1,00,000
- Permitted only with Vice-Chancellor's approval in cases of:
  - ✓ Emergency purchases.
  - ✓ Proprietary items.

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I. Direct Purchase by the Department:

Step 2 : Purchase

- Direct purchase by the Department. No tender is required.

II. GeM Direct Purchase:

Step 2 : Requisition Sent

- A requisition in stipulated format is to be sent by Chairman, Departmental Purchase Committee in consultation with DC/DPC/PI to the Finance Officer. No tender is required.

III. Normal Tender

Step 2 : Financial Approval

- HOD / PI / Coordinator must obtain financial approval before tendering (for purchase of under ₹1,00,000)

Step 3 : Tender & Quotation Process

- For Purchase below ₹1,00,000**:**
    - ✓ Tender initiated by PI / Coordinator/ Department through HOD (Chairman & Convener).
    - ✓ Quotations submitted in a sealed box kept securely in the department (preferably HOD's chamber).
    - ✓ After deadline: Box opened by HOD (Chairman) in presence of committee members.
    - ✓ All members must sign on the quotations.

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Step 4 : Comparative Statement

- Prepared by PI / Coordinator / Chairman.
- Placed before the Departmental Purchase Committee.

Step 5 : Resolution & Recommendation

- Resolution of Departmental Purchase Committee + comparative statement + supporting documents forwarded to the Finance Officer by the Chairman, Departmental Purchase Committee
- Recommendation of selected vendor included.

Step 6 : Approval & Purchase Order

- Forwarded to Hon'ble Vice-Chancellor for approval.
- Finance Department issues Purchase Order.

IV. E-Tender / BID via GeM:

Step 2 : Requisition Sent

- A requisition is to be sent by Chairman, Departmental Purchase Committee to the Finance Officer. Finance Officer will take appropriate action regarding this.
- BOQ will be prepared by the Finance Department in consultation with the concerned departments.

V. Single Source Purchases (Exception)

- Proposal initiated by PI / Coordinator/ Department
- The nature of purchase must be both:
  - ✓ Emergency purchases or
  - ✓ Proprietary (branded) item
- A requisition is to be sent by Chairman, Departmental

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Purchase Committee to the Finance Officer with proper justification for procurement.

- Forwarded by the Finance Officer to Vice-Chancellor for approval
- Finance Officer issues purchase order on approval

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Central Purchase Guidelines

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II. Central Purchase Committee

Step 1 : Proposal Initiation

- Initiated by Head of Administrative Department.

Step 2 : Financial Approval

- Head of Administrative Department must obtain financial approval before tendering.

Type of Purchase

I. GeM Direct Purchase: Purchases below ₹1,00,000 can be directly processed via Finance Department (no tender needed).

II. Academic Departments: Purchases above ₹1,00,000 decided in Central Purchase Committee.

III. Administrative Departments: Purchases above ₹10,000 decided in Central Purchase Committee.

IV. Single Source Purchases (Exception): Purchases above ₹10,000 decided in Central Purchase Committee.

Step 3 : Tender & Quotation Process

- Tender initiated by Head of Administrative Department.
- Quotations submitted to the Finance Officer.
- Sealed box kept in Finance Department.
- After deadline: Box opened in presence of Audit Officer, Development Officer, and Finance Officer (all must sign).

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Step 4 : Comparative Statement

- Prepared by respective Head of Department.
- Placed before Central Purchase Committee through Finance Officer.
- The Purchase Committee may look into the justification of the procurement as well as make an assessment of the comparative statement before proceeding to finalize the purchase decision.
- The committee selects the most suitable vendor(s) based on the evaluation.
- The committee negotiates with the selected vendors.
- It ensures that the procurement process remains within the allocated budget.

Step 5 : Resolution & Recommendation

- Resolution + comparative statement + supporting documents forwarded to Finance Officer by Convener of Central Purchase Committee.

Step 6 : Approval & Purchase Order

- Forwarded to Hon'ble Vice-Chancellor for approval.
- Finance Department issues Purchase Order.

For Purchase under IV:

IV: Single Source Purchases (Exception)

- Proposal initiated by the Department

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- The nature of purchase must be both:
    - Emergency purchases or
    - Proprietary (branded) item
- A requisition is to be sent by Chairman, Departmental Purchase Committee to the Finance Officer
- Forwarded by the Finance Officer to Vice-Chancellor for approval
- Finance Officer issues purchase order on approval

Additional information

The procurement of certain articles like vehicles, computers & peripherals, printers, scanners, photocopier machines etc. may be made only through GeM. For other articles, procurement through GeM is voluntary. (As per Memo No. 5430-F(Y) dated 23rd August, 2018 of the Finance Dept. Audit Branch, Govt. of West Bengal).

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Requisition for Purchase

To
The Finance Officer,
Vidyasagar University,
Midnapur,

Subject: ***Requisition for Purchase of [Item Name / Equipment / Service]***

Sir,

In accordance with the Purchase Rules and Departmental Purchase Committee (DPC) procedures, a requisition is being sent for the procurement of the following item(s):

Details of Requisition

- **Name of Item(s):** _____
- **Specification / Description:** _____
- **Quantity:** _____
- **Approximate Cost (₹):** _____
- **Funding Source:** (State Govt. / University / Central Govt. / Project / Other)_____
- **Mode of Purchase:**
  - ✓ Direct Purchase (up to limit)
  - ✓ GeM Direct Purchase (up to ₹1,00,000)
  - ✓ E-Tender / Bid via GeM (Purchase above ₹1,00,000)
  - ✓ Single Source Purchase (Exception)

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The Departmental Purchase Committee (DPC), after due consideration, recommends the purchase of the above item(s).

- **Suggested Vendor (if any):** _____
- **Reason (if single source / proprietary purchase):**
  _____
  _____

We request the Finance Officer to kindly process this requisition and do the needful.

Date: _____
Place: _____

Signature
(Chairman, Departmental Purchase Committee)

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Works & Tender Guidelines

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III. Works & Tender Guidelines

Step 1 : Proposal Initiation

- Initiated by Head of the Department (Academic and Administrative Dept.)

Step 2 : Administrative and Financial Approval

Administrative approval should be obtained from competent authority (Hon'ble Vice-Chancellor / Deans of the Faculty Council / Registrar / Chairman of the Concerned Committee etc. Financial approval should be obtained from Finance Officer.

Step 3 : Tender & Quotation Process

- Tender initiated by Head of Department.
- Quotations submitted to the Registrar/Finance Officer/Concerned HOD.
- After deadline: quotations to be accordingly opened in presence of the Chairman/Registrar/Finance Officer and Head of the concerned department. (All must sign).

Step 4 : Comparative Statement

- Prepared by respective Office of Head of the Department.
- Placed before Works & Tender committee through Chairman of the committee.
- The concerned dept. submits the comparative statement of Technical bid / financial bid.

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With necessary support from the Engineering Dept. and Computer Centre mentioning the recommendation along with the tender/e-tender documents and administrative and financial approval from the concerned authority/body/committee to the Chairman for finalization of the vendor.

- W/T committee may look into the justification of the works as well as make an assessment of the comparative statement before further process of the finalization of the vendor.
- The committee evaluates bids received based on pre-defined criteria like cost, quality, and compliance with specifications. For the amount of Rs. 10,000 to 99,999, tenders/quotations will be processed and above Rs. 1, 00,000.00, E-tender process will be initiated. Direct purchase may be initiated upto Rs. 10000/- for State Govt. and University fund and upto Rs. 25000/- for Central Govt. and others funding.
- It may conduct technical evaluations or negotiations, if any, with bidders.
- The committee selects the most suitable vendor(s) based on the evaluation after such negotiation, if any.
- It ensures that the procurement process remains within

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the allocated budget.

- Committee operates by evaluating the bids for construction and procurement, ensuring compliance with eligibility clauses, and selecting usually the lowest bidder (L1 / H1) for contract awards.

Step 5 : Approval of resolution

- Forwarded to Hon'ble Vice-Chancellor for approval through chairman of the committee.

Step 6 : Resolution & Recommendation

- Resolution / extract resolution + comparative statement along with all supporting documents (which is earlier submitted for placing in W/T meeting) to be forwarded to the Head of the concerned department by Convener of Works & Tender Committee.

Additional information:

(As per Notification No. 5400-F(Y) dated 25th June, 2012 issued by the Finance Dept. Audit Branch, Govt. of West Bengal)

Rule 47D – (1)

(a) State Government Corporations and Autonomous Bodies, listed in Annexure – "C' may be nominated for execution of Government works as agency of the Government.

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(b) Central organizations / Public Sector Enterprises / Companies / Undertakings specialized in construction of roads, bridges, buildings etc. and listed in Annexure – "D" may also be engaged as agency for the purpose of State Government works.

(2) Action to engage these organizations by the Departments should be to supplement the action of Public Works Department of the Government and resorted to in cases where the departments consider that the work is of urgent nature. The Department should satisfy itself that it will be economical and in public interest to engage such Organization for Agency function.

(3) The various procedural matters as laid down in Public Works Department codes, manuals etc, as well as the rules prescribed herein shall be equally applicable for the purpose of execution of works through the State and Central Organizations as mentioned at clause (i) above.

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ANNEXURE – C
(See Rule 47D)

State Bodies and Corporations

1. West Bengal Industrial Infrastructure Development Corporation
2. Mackintosh Burn Ltd.
3. Britannia Engg. Ltd.
4. Wasting House Saxby Farmer
5. Hooghly River Bridge Commissioners
6. Development authorities under Urban Development Department
7. Other State Organizations / Corporations to be selected by the State Government from time to time.

ANNEXURE – D
(See Rule 47D)

Central Organizations / Public Sector Enterprise / Companies / undertakings –

1. Central Public Works Department
2. National Building Construction Corporation (NBCC)
3. RITES
4. IRCON International Limited (formerly Indian Railways Construction Company Ltd.)

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5. Bridge & Roof
6. Balmer Lawrie
7. HSCL (Hindustan Steelworks Construction Limited)
8. EIL (Engineers India Limited)
9. Other Central Organizations / Corporations to be selected by the State Government from time to time.

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